



Building Missouri's future...by degrees

Student Record Request Form

The Missouri Department of Higher Education (MDHE) Proprietary Certification Department, strives to maintain a database of closed proprietary school information in the state of Missouri. In some instances, the department maintains the actual records for a few schools, although we make no claims for having complete records in their entirety.

You should allow a minimum of two weeks for processing after receipt of your request.

To initiate a search for student records for closed proprietary schools, the department must have these requests in writing. You will need to provide the following:

Student Name	Name at Time of Attendance (if different)
Social Security Number	Telephone Number
Mailing Address	Email Address
Name of Institution/School Attended	
Address of Institution/School Attended	
Program Name	
Approximate Dates of Attendance	

Additional comments:

I hereby attest the information provided on this release and authorization form is true and correct to the best of my knowledge and I give authorization to the MDHE to provide any student record information as requested.

Signature of Student:

Printed Name:

FOR OFFICE USE ONLY

Date Received: _____

Date Verification Mailed/Faxed: _____

Amount Paid: N/A

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